



**CITY OF ERIE
DEPARTMENT OF PLANNING AND NEIGHBORHOOD RESOURCES**

REQUEST FOR PROPOSALS (RFP)

***Safe Streets and Roads for All (SS4A)
Comprehensive Safety Action Plan***

Bid No. 6530-2023

**DUE:
November 17, 2023
BY 3:00 P.M. (EST)**

Email PDF Submission to:

Erin Carey
Neighborhood Planner
City of Erie
ecarey@erie.pa.us

REQUEST FOR PROPOSALS (RFP)

The City of Erie, Pennsylvania is seeking requests for proposals from qualified consultants for the following:

SS4A Comprehensive Safety Action Plan

The City of Erie requests proposals from qualified consulting firms to prepare a Comprehensive Safety Action Plan. This project will be funded with federal funds and the total project cost is \$200,000. The Consultant must comply with all federal procurement requirements.

Proposals are due on or before **November 17, 2023, no later than 3:00 P.M.** (Eastern Standard Time). Proposals shall be submitted electronically. Proposals received after the deadline will not be accepted.

The City of Erie reserves the right to accept or reject any proposals or to make no award at all, extend the period for accepting proposals, advertise the RFP at any time, and waive any minor irregularities in any proposals.

Please note that no information given will be binding upon the City unless such notification is issued in writing as an official addendum to this RFP.

1. Purpose of Request

The City of Erie, Pennsylvania will develop a Safety Action Plan with strong emphasis on equity and citizen participation. To establish roadway safety goals, the governance framework, and identify implementation projects, a comprehensive planning process is required. Federal support is necessary for robust public engagement, data collection/assessment, and reviewing promising Safety Action Plan models. In 2019, the City of Erie entered the state's Early Intervention Plan for municipalities facing financial challenges. Nearly one in four residents live in poverty and over 30% of properties are tax-exempt. The city must still provide essential services and try to prioritize limited resources, especially those that impact public safety. This Safety Action Plan will greatly benefit Erie's efforts to strategically and equitably invest in future transportation improvements.

As the state's 5th largest city, Erie maintains 320 miles of striped roadway and operates 209 signalized traffic intersections. Pennsylvania Department of Transportation (PennDOT) has the high-traffic Bayfront Parkway, 12 Street Corridor (RT 5), and Interstate I-79 running through the city. Over the past 10 years (2011-2020), the City averaged 2,843 crashes annually. In 2021, crashes jumped to 3,041-the highest number of annual incidents in 18 years.

The Safety Action Plan will provide a framework of innovative strategies and implementation actions intended to reduce transportation-related fatalities and serious injuries while also supporting federal safety initiatives. The Safety Action Plan will identify safety issues and specific actions that can be implemented to improve safety for people traveling by any mode throughout the region. The plan will develop recommendations for both motorized and non-motorized modes in the roadway network as well as other elements including land use, transit, freight, and other community factors to create a comprehensive course of action. The plan will address federal and state regulations, performance management goals, measures, and targets, and will promote equitable outcomes.

As noted, this plan will be funded through an Action Plan Grant through the Safe Streets and Roads for All (SS4A) discretionary grant program. The purpose of this program, established by the Bipartisan Infrastructure Law (BIL), is to support local initiatives to prevent death and serious injury on roads and streets, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators. Once complete, the Action Plan will allow the City of Erie to apply for implementation discretionary grant funds through the SS4A initiative.

The project will be led by the City of Erie Planning Department, with assistance from Public Works, Bureau of Engineering, Mayor's Office, and other staff working directly on key tasks needed to create this comprehensive plan. Federal funds will be used to procure professional consultant(s) to assist with the safety analysis, community engagement, and a written plan with measurements and specific project recommendations based on data and public input. A portion of funds will also be used for outreach efforts to help residents (particularly those traditionally under-represented) and stakeholders to directly engage throughout the planning process and

decision-making for the Plan and resulting implementation. The primary deliverable will be a publicly available Action Plan.

2. Scope of Work

The Safety Action Plan developed through this planning process will outline the City of Erie's strategy to prevent fatalities and serious injuries within the city right-of-way. The Safety Action plan should include all the components laid out by the U.S. Department of Transportation in order to successfully apply for implementation funds. These components can be referenced in Table 1 in the SS4A 2023 NOFO: <https://www.transportation.gov/grants/ss4a/fy23-nofo> and in the Self-Certification Eligibility Worksheet:

<https://www.transportation.gov/sites/dot.gov/files/2023-03/SS4A-Self-Certification-Eligibility-Worksheet-FY23.pdf>

- **Project Management:** The consultant will manage the study and coordinate plan documentation, public engagement events, data collection, and stakeholder coordination. The consultant will host regular meetings with the City of Erie staff assigned to this planning process and will submit monthly progress reports including performed work, upcoming events and milestones, and status of the schedule.
- **Stakeholder and Public Engagement:** The consultant will develop and implement a robust stakeholder and public engagement plan for the planning process. A strong emphasis should be placed on equity in outreach activities especially to BIPOC, New American, and economically disadvantaged communities. At a minimum, this engagement schedule should include the following:
 - Identification of and engagement activities for groups disproportionately impacted by traffic risks and are not typically engaged by safety planning.
 - Online and in-person communication strategy for sharing plan information and engagement events with residents and stakeholders.
 - Steering committee of diverse community stakeholders and residents that provides direction and feedback on the planning process.
 - Identification of, and engagement activities for, stakeholder groups.
 - A minimum of 2 engaging public events to garner feedback on plan recommendations.
- **Data Collection:** The consultant will collect and review existing programs, policies, planning documents and provide a summary of the current state of efforts to address transportation safety in Erie, PA. The consultant should provide a summary of best practices employed by municipalities of a similar size.
- **Safety Analysis:** The consultant will analyze existing safety conditions and trends related to crashes in the City of Erie. The consultant will analyze contributing factors as well as crash types. Other analysis includes high-risk road features, specific safety needs of diverse road users, connections to public and environmental health, analysis of the built environment, demographic, and structural issues, etc. The analysis should include all roadways within the City of Erie, without regard for ownership.

- **Transportation Equity Review:** An analysis of transportation systems, services, infrastructure and processes that support safe, reliable and intuitive multimodal options that are accessible to all populations. Recommendations should be prepared to ensure equity in the planning process including strategies to reduce socioeconomic disparities experienced by underserved and underrepresented communities.
- **Implementation Matrix:** The consultant will develop an implementation matrix that identifies potential projects, strategies, recommendations and a schedule for future grant opportunities. Along with larger projects, the matrix should include regular maintenance and update cycles in order to stay in compliance and in line with safety best practices. The implementation matrix will recognize the City's diversity of road users. Considerations should be made for fiscal and staff capacity required to achieve traffic safety goals and meet SS4A objectives after plan adoption. A project readiness timeline for each strategy and project should be included for short-term (0-5 years), mid-term (5-10 years), and long-term (10+ years).
- **Administrative Draft/ Final Plan:** The consultant will prepare an administrative draft of the Safety Plan for staff and steering committee review prior to finalization of the document. The final draft should be visually appealing, easy to read and consume and available in digital and print formats.
- **Executive Summary and Fact Sheet:** The consultant shall develop an executive summary with a fact sheet to easily communicate high level planning document takeaways. The summary should include graphics, plan highlights and be visually engaging.
- **Deliverables:** Following completion of the planning process, the consultant will share the planning document in PDF format, all data and study products collected during the planning process.

3. Proposal Content and Format

The purpose of this proposal is to demonstrate the qualifications, competence, and capacity of the consultant seeking to provide comprehensive services specified herein for the City of Erie, in conformity with the requirements of the RFP.

The proposal will be evaluated on and should at a minimum, include the following information:

- a) **Contact Information.** Name, telephone number, email address, mailing address, and other contact information for the consultant's project manager.
- b) **Introduction and Executive Summary.** This section shall document the firm name, business address (including telephone, email address(es), year established, type of

ownership and parent company (if any), project manager name and qualifications, and any major features that may differentiate this proposal from others, if any.

c) **Work Plan and Project Approach Methodology.** Proposals shall include the following, at minimum:

- Detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP.
- Timeline for completion of the requested services, including all public outreach and stakeholder meetings, identifying milestones for development of the project, and completion of individual tasks.
- List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.
- List of the proposed principal(s) who will be responsible for the work, proposed Project Manager, and project team members.
- Explanation of approach and methodology that showcases engagement and inclusion of populations disproportionately impacted by traffic risks and not typically engaged by safety planning.
- Proposed compensation/budget.
- List of client references for similar projects described within the RFP.

e) **Submittal Information.**

The proposal shall be submitted via email to Erin Carey, Neighborhood Planner at ecarey@erie.pa.us at or before 3:00 P.M. (EST) on Friday, November 17, 2023. Proposals received late will not be considered.

All proposals will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to apply. Respondents must submit one PDF copy of the proposal.

Questions pertaining to this RFP should be directed to Erin Carey, from 8:30 A.M. to 4:30 P.M., Monday through Friday at (814) 870-1276 or via email at ecarey@erie.pa.us.

4. Project Schedule

- Advertise for Proposals: 10/20/2023
- Deadline for RFP Questions: 11/10/2023
- Due Date for Proposal Submittals: 11/17/2023
- Review Proposals and Identify Finalists (interviews if necessary): 12/15/2023
- Contract Negotiations/Signed Contract: 1/1/2023
- Project Start Date: 2/5/2024
- Draft Plan Completed: 2/3/2025
- Final Plan Completed: 3/31/2025
- Plan Adoption: 4/30/2025
- Final Invoices: 6/31/2025

5. Evaluation Method

The evaluation process will focus on the strengths of each Work Plan and Project Approach Methodology. All submissions are to be graded and ranked following the attached individual score sheet. After the evaluation period is completed, the City of Erie will be interviewing potential candidates for the project. The scoring will be done by the following but not limited to the Mayor's Office, City of Erie Department of Planning and Neighborhood Resources, City of Erie Public Works, City of Erie Department of Engineering, Erie Police Department, and Erie Metro Transit Authority.

Evaluation Criteria:

Qualifications, familiarity, and experience of the firm and proposed team members	35
Demonstrates an understanding of the opportunities, challenges, and priorities for the City	20
Understanding of the overall project and completeness of the proposal	10
Approach, methodology, services, capacity to complete the work, creativity, problem-solving, and specialized experience necessary for the project	20
Cost of services proposed, average hourly labor costs, and identified cost control measures	10
Commitment to diversity, equity and inclusion in the planning process	5
Maximum Total Points Available:	100 Points

6. Additional Resources

Respondents are encouraged to review project planning resources on the SS4A website at <https://www.transportation.gov/grants/SS4A/resources>.

Local planning documents including existing transportation plans can be found at https://ecode360.com/ER3969/documents/Comprehensive_Plans.

7. Terms & Conditions

- 1) The City of Erie reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within thirty (30) days after the award of the proposal. The City of Erie shall not pay for any information contained in proposals obtained from participating firms.
- 2) The City of Erie reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.

- 3) If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, the City of Erie shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- 4) All documents submitted as part of the consultant's offering will be deemed confidential during the evaluation process.

8. Execution of the Work and Payments

Upon evaluation of proposals received in accordance with the criteria outlined above, the selection of consultant by the City of Erie, and concurrence in the award of contract by the Federal Highway Administration, Office of Safety, and the Erie City Council, a written contract will be executed.

Upon execution of the contract, the selected firm shall immediately begin the work and shall continuously execute the work through project completion and closeout.

The selected consultant shall submit invoices for work completed to the City of Erie. Payments shall be made to the consultant by the City of Erie in accordance with the contract after all required services and tasks have been completed to the satisfaction of the City of Erie.

9. Equal Opportunity Employment Statement

The City of Erie is an Equal Employment Opportunity Employer and encourages all qualified firms, including Disadvantaged Business Enterprises and those owned by minorities and women, to submit proposals for review and evaluation.

10. Federal and State Funds

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA). As such, the services requested by this RFP will be subject to federal requirements and regulations.

The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the relevant requirements of 2 CFR 200.